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| Company | Utopia |
| Job Title | Deputy Headteacher |
| Responsible to | Headteacher |
| Prepared by & date | Chris Black, Managing Director - 9 th January 2026 |

Employee Specification

| Essential Attribute | Identified by | Desirable Attribute | Identified by |
|--|---------------------------|--|---------------------------|
| Qualifications | | | |
| <ul style="list-style-type: none"> • Educated to Degree level or equivalent in relevant field. • Qualified Teacher Status (QTS) | Application | <ul style="list-style-type: none"> • Assess for Access Arrangements (Level 7) • NPQ qualification | Application |
| Experience | | | |
| <ul style="list-style-type: none"> • Experience of teaching students with SEN • Sound knowledge of the SEND code of Practice • Successful leadership and management experience within a school setting • Experience of working in Post-16 Education • Experience supporting Post 16 'student services' • Involvement in school self-evaluation and development planning • Experience of successful line management and staff development • A minimum of 2 years experience as a Designated Safeguarding Lead | Application/ Interview | <ul style="list-style-type: none"> • Experience of senior leadership • Experience of delivering training/INSET • Experience of timetabling, curriculum development and data management. | Application/ Interview |
| Skills and Abilities | | | |

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|--|---------------------------|--|---------------------------|
| <ul style="list-style-type: none"> Understanding of quality teaching and effective intervention strategies for those with SEND A high level of organisational skills. Excellent communication and interpersonal skills. Ability to build effective working relationships and inspire others Knowledge of Safeguarding and Child Protection procedures. Ability to be flexible and adaptable to the needs of students. Sound IT skills including use of Word, PowerPoint, Excel. | Application/ Interview | <ul style="list-style-type: none"> Knowledge of the barriers that students from difficult backgrounds face and how to develop programmes to support this. Up to date understanding of SEN issues for students with diverse needs. Ability to work effectively and support students wider family network Knowledge of ESFA Post-16 Funding formulas | Application/ Interview |
| Special requirements | | | |
| <ul style="list-style-type: none"> A commitment to high standards and achieving the best possible outcomes for all students. Approachable, reliable and flexible with an excellent sense of humor. Passion, resilience, and relentless optimism. Ability to lead and motivate staff and students to help them achieve their potential Ability to promote and endorse the Utopia core values and ethos. A genuine care for students who have SEND. A genuine understanding of the importance of informality and approachability in working with staff and students | Reference/ Interview | <ul style="list-style-type: none"> Willingness to drive the school minibus | |